

# **CITY OF FORT LAUDERDALE**

## **Neighborhood Capital Improvement Program (NCIP)**

**and**

## **Neighborhood Capital Improvement Grant Program (NCIGP)**

**Application for Fiscal Year 2003/2004**



City of Fort Lauderdale Public Services Department  
Engineering and Architectural Bureau  
100 N. Andrews Avenue, 5th Floor  
Fort Lauderdale, FL 33301  
Phone: (954) 828-8954  
Email: [MarisolL@ci.fort-lauderdale.fl.us](mailto:MarisolL@ci.fort-lauderdale.fl.us)

To remove pages from the application booklet without tearing;

- 1) First, crease the page at the perforation;
- 2) Then, starting at the top, pull the page out gently while pressing down on the perforated stub

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**City of Fort Lauderdale**  
**Neighborhood Capital Improvement Program (NCIP)**  
**and**  
**Neighborhood Capital Improvement Grant Program (NCIGP)**  
**Application for Fiscal Year 2003/2004**

**Completed applications, including all supplemental materials, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau, 100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301, no later than 5:00 p.m. Thursday, July 31, 2003.**

**Neighborhood Capital Improvement Program (NCIP) Eligibility:**

Applications will be accepted from neighborhood associations that are currently registered with the State of Florida as not-for-profit corporations, and that have been operating in the City of Fort Lauderdale for a minimum of one year at the time of application.

**Please note:** For additional information about eligibility requirements, please consult the 2003/2004 NCIP/NCIGP Guide.

**Application Guidelines for Grant Consideration:**

1. Submit two (2) complete sets of the application and all supporting documents that are requested. All support documentation must be attached to the back of the application (**No binders, please**).
2. Provide two (2) photographs of the project site(s).
3. Attach all supporting documentation **to the back of the application** as an appendix.
4. Provide a brief explanation of the proposed project (250 words or less).
5. Provide a budget statement that clearly outlines all funds needed to successfully complete the project (i.e., design cost, materials, installation, etc.).
6. Submit a Volunteer Pledge Sheet (if applicable).
7. Submit Letter(s) of Support from adjacent property owners.  
**\*Required for all capital improvement projects, except brick paver crosswalks.**

**Please note:** If the proposed project entails the installation of speed humps as a traffic calming measure, an official survey must be conducted by the City of Fort Lauderdale to determine support for the project.

**Outlined below is the process for speed hump requests:**

- a. The association must first meet with Traffic Engineering and request a traffic study. Upon completion, Engineering will provide the association with the results of the study.
- b. The association must submit the traffic study as part of its NCIP application, along with current association minutes showing approval by the general membership for the proposed speed hump project.
- c. To meet the application deadline, associations may need to submit their traffic study request to the City's Engineering Division one year prior to the grant cycle in which they intend to apply for funds.
- d. If the applicant qualifies and ranks among those being recommended for funding, the City will conduct a consensus survey after the NCIP grant is awarded. The City will poll the property owners of the affected neighborhood to determine whether or not there is consensus for the proposal.
- e. The grant award will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the speed humps in order for the grant award to become effective.
- f. The grant will be terminated if the survey produces unfavorable results.

**Please note:** Applicants are strongly encouraged to plan ahead and coordinate this effort with the City's Traffic Engineering Division well in advance of submitting an NCIP application. The Traffic Engineering Division may be contacted at (954) 828-5772.

8. Provide Letter(s) of Support from current Board Members and Directors.
9. Provide current association minutes (not to exceed one year) showing approval for the proposed project by the general membership.
10. Association must agree to maintain the project once it has been completed and sign an NCIP Maintenance Agreement. (Please refer to the 2003/2004 NCIP/NCIGP Guide for the complete Maintenance Policy).
11. Provide financial proof of matching funds to include the following:
  - a. Letter(s) of Intent from private corporations or public entities for fund contribution or construction of project (if applicable), and/or
  - b. Current Bank Statement

**Please note:** If funds are not currently available in the association's bank account, a fundraising plan outlining how the association will generate the capital must be included with the application (i.e., type of fundraiser, timeframe targeted, number of campaigns to be held, and amount of funds expected to be raised).



## **Neighborhood Capital Improvement Grant Program (NCIGP) Eligibility:**

The Neighborhood Capital Improvement Grant Program (NCIGP) is a pilot program that was endorsed by the Fort Lauderdale City Commission in March 2000. The program differs from the Neighborhood Capital Improvement Program (NCIP) in that it allows neighborhood associations to bid and enter into direct contractual agreements with licensed professionals to implement their neighborhood capital improvement project, as opposed to the City executing the project.

Associations seeking to be considered for this grant must submit an application during the normal NCIP grant cycle and indicate their desire to implement their capital improvement project through this program. The NCIGP applications will go through the same selection and ranking process as NCIP applications. Upon notification of the grant award and full execution of the Revocable License and Maintenance Agreement, an association may proceed with the permit and implementation phase of the project.

### **Associations must meet the following criteria to be considered eligible to implement a capital improvement project under the NCIGP:**

1. The association must be registered with the State of Florida as a not-for-profit corporation and be operating within the City of Fort Lauderdale for a minimum of one year at the time of application.
2. The proposed project must be within the City's right-of-way, property or easement dedicated for public use.
3. The proposed project must meet the City's Engineering Design and Construction standards and Florida Building Code, as applicable.
4. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.
5. The association's contractor must obtain all applicable permits.
6. The association shall be responsible for securing or ensuring that the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City's public right-of-way (ROW) prior to issuance of a permit. The bond shall be 150% of the cost of construction. The association shall ensure that the bond has been posted. The bond shall be posted in the form of a surety bond or cash in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**
7. An appropriately licensed contractor must perform all work.  
*Exception: landscape that does not require digging more than 12" deep for installation.*
8. The association's past history in implementing and maintaining projects will be taken into consideration for the grant award.
9. The association must adhere to the NCIGP Maintenance Agreement/Revocable License.

10. Projects must be constructed within a 12-month period. The 12-month period begins on the date the City Commission authorizes the Grant and Maintenance Agreement/Revocable License. Grant funds must be expended within this allotted timeframe. Grants will be forfeited if projects are not fully completed within this timeframe. If warranted, the City Manager or designee may grant an extension to this timeframe.
11. Projects funded in part or in whole by CDBG funds are not eligible.

If your association would like its project proposal to be considered under the Neighborhood Capital Improvement Grant Program (NCIGP), please indicate by checking the box below:

☐

Yes, my association would like this project proposal to be considered under the Neighborhood Capital Improvement Grant Program (NCIGP).

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**Application Deadline:**

**Completed applications, including all applicable exhibits and supporting documents, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau no later than 5:00 p.m. Thursday, July 31, 2003.**

**Please mail or deliver to:**

City of Fort Lauderdale  
Public Services Department  
Engineering and Architectural Bureau  
100 N. Andrews Avenue, 5th Floor  
Fort Lauderdale, Florida 33301  
Attention: Marisol Lotito, NCIP/NCIGP Program Manager

Incomplete or late application packets will not be considered  
and will be returned to the applicant.

**\*\*Faxed copies or older versions of the grant application will not be accepted\*\***

**For more information, contact:**

**Marisol Lotito, NCIP/NCIGP Program Manager:**  
**Ph: (954) 828-8954 • Email: [MarisolL@ci.fort-lauderdale.fl.us](mailto:MarisolL@ci.fort-lauderdale.fl.us)**

# City of Fort Lauderdale NCIP and NCIGP

## Application for Fiscal Year 2003/2004

*(Please type or print in black or blue ink. Pull out pages  
from booklet at perforations and submit completed application.)*

### **SECTION I: NEIGHBORHOOD ASSOCIATION INFORMATION**

- A.** Neighborhood Association: \_\_\_\_\_
- B.** Date Incorporated: \_\_\_\_\_
- C.** Association Boundaries (Attach map, if possible):  
Northern boundary: \_\_\_\_\_  
Southern boundary: \_\_\_\_\_  
Western boundary: \_\_\_\_\_  
Eastern boundary: \_\_\_\_\_
- D.** Corporation ID Number: \_\_\_\_\_
- E.** E.I.N. Number: \_\_\_\_\_
- F.** Project's Primary Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
Evening Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- G.** Project's Secondary Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_  
Evening Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_



H. Number of households represented by the association: \_\_\_\_\_

I. Current Association President: \_\_\_\_\_

**Please note:**

The association must certify that it meets the eligibility requirements outlined in the 2003/2004 NCIP/NCIGP Guide and, that if awarded the grant, the association will abide by the terms and conditions outlined in the Guide. If the association is not in compliance with the eligibility requirements, the grant application will not be considered beyond phase one of the grant review/selection process.

By signing below, I, \_\_\_\_\_, certify that:  
(Association President)

A. \_\_\_\_\_ neighborhood association has met  
(Name of Association)

the grant eligibility requirements outlined in the 2003/2004 NCIP/NCIGP Guide; and

B. If the NCIP or NCIGP grant is awarded, the neighborhood association agrees to match or exceed the grant award and to abide by all of the terms and conditions set forth in the City of Fort Lauderdale NCIP/NCIGP 2003/2004 Guide.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Association President)

## SECTION II: PROJECT INFORMATION

**A. Project Location:** Please provide physical address. Attach map to the back of the application.

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**B. In 250 words or less,** please outline the purpose of the project and the benefits that will be derived by the neighborhood and/or the City:

[illegible]

[illegible]

### **SECTION III: PROJECT FUNDING**

- A. Project Budget:** Please outline the proposed project budget. It is recommended that the association obtain at least one or two cost estimates from qualified contractors to establish the project budget and amount of funds to be requested.

Outline the project cost estimates and indicate how they were developed.

**For example:** Landscape and Irrigation improvement project

Estimate obtained from ABC Landscape Company, Inc. of Davie, Florida

Sprinkler system: 2,500 ft. @ \$4.00 per linear ft. = \$10,000

Labor for Installation: \$250 (10 - man hours @ \$25 per hour)

Pruning of roots: \$1,500 (flat fee)

30 - 15" ixora shrubs @ \$6.00 each = \$180

50 - 2 lb. bags of mulch @ \$4.00 each = \$200

Estimated project cost: \$12,130

NCIP/NCIGP Funds requested: \$6,065

Association cash match: \$6,065

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- B.** Amount of NCIP/NCIGP funds requested (\$35,000 max): \$ \_\_\_\_\_

- C.** Dollar value of association's match (the amount of the match must be equal to or greater than the amount of NCIP/NCIGP funds being requested): \$ \_\_\_\_\_

I. What is the make-up of this funding?

- Association's Cash \$ \_\_\_\_\_
- Sweat Equity (community volunteers for manual labor) \$ \_\_\_\_\_  
(Value of Sweat Equity: \$12 per hour per volunteer)
- Materials/Equipment \$ \_\_\_\_\_
- CDBG Funds (if applicable) \$ \_\_\_\_\_
- CAP Points (CAP points to be used in increments of \$100) \$ \_\_\_\_\_  
(Value of CAP Points: 1,000 points = \$1,000 of NCIP/NCIGP funds)
- Corporate/Public Contribution \$ \_\_\_\_\_  
(Includes contributions of money, materials or professional services  
from public or private corporations, or professional services provided  
by a licensed consultant)

II. Total Cost of Proposed Project (Please add items B and C) \$ \_\_\_\_\_

D. What assurance does the association provide to the City of Fort Lauderdale that funds are available? Attach copies of association's current bank statements, Letter(s) of Intent from private/public contributions **and/or fundraising plan.**

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E. Has the association received funding assistance from the City in the past?  
**Yes/No:** \_\_\_\_\_

F. Will the association partner with an outside public or private organization to complete this project?  
**Yes/No:** \_\_\_\_\_

If so, what is the organization's name? \_\_\_\_\_

G. What is the organization's role in the development (i.e., funding) or construction of this project?

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**City of Fort Lauderdale NCIP and NCIGP**  
**Application for Fiscal Year 2003/2004**

**Letter of Intent**

This letter shall confirm that, \_\_\_\_\_ will participate as a  
(Private/Public Organization or Individual Name)  
partner with the \_\_\_\_\_ in the implementation of  
(Name of Neighborhood Association)  
their NCIP/NCIGP project.

**Please Print:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

The contribution will consist of the following: (Please check all that apply)

☐ Cash: \$ \_\_\_\_\_

☐ Materials/Equipment: (Indicate the amount and value of the items being donated. Please use additional sheets if necessary.) \_\_\_\_\_

☐ Professional Services: (Please indicate the type of service being rendered.) \_\_\_\_\_

The market value for professional services rendered is \$ \_\_\_\_\_ at a rate of \$ \_\_\_\_\_ per hour. Total number of hours donated \_\_\_\_\_.

**Please note:** If professional services are being rendered for architectural, electrical, landscape and/or irrigation design, the design plans submitted must comply with the City's CADD standards and must include project specifications and construction documents for full credit.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**City of Fort Lauderdale NCIP and NCIGP**  
**Application for Fiscal Year 2003/2004**

**Letter of Support/Agreement**

*Required for all capital improvements proposed under the Neighborhood Capital Improvement Program and Neighborhood Capital Improvement Grant Program (i.e., landscape, sidewalks, entrance signs, irrigation, curbing, lighting, swale reclamation, etc. Exceptions: brick paver crosswalks and median islands)*

This letter shall confirm that I, \_\_\_\_\_, am the  
(Name of Property Owner - Please Print)

property owner of the parcel located at \_\_\_\_\_.

Members of the \_\_\_\_\_ neighborhood association have solicited my authorization and support for the construction of a neighborhood capital improvement project they are seeking to implement in the public right-of-way, immediately adjacent to my property.

**Project Description:** (This section to be completed by the association - Please Type or Print.)

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I acknowledge that the scope of the project has been explained to me and I offer my full support for the proposed project as outlined above. I do hereby consent to the improvements that will be installed in the City's right-of-way, immediately abutting my property.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Agreement to Sign an Easement Deed**

There are certain capital improvements that require the execution of an easement deed before the project can be constructed in the City's right-of-way. The property owner(s) whose property immediately abuts the improvements must sign the easement deed(s). These are capital improvements that do not normally serve the general welfare of the public such as, entranceway guardhouses, monuments or columns/pillars.

Should the project warrant the execution of an easement deed for the area identified above, I \_\_\_\_\_, hereby declare that I will agree to sign an easement deed, subject to review and approval of the final drawings and plans.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION IV: PROJECT MAINTENANCE**

- A.** What maintenance responsibilities will be assumed by the association after completion of the project and how will maintenance be funded?

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- B.** How will the improvements be maintained? How will this be guaranteed?  
Please include an outline of the maintenance schedule below:

**Please note:** If the association seeks maintenance assistance from the City's Parks and Recreation Department for improvements that will be installed in a neighborhood park or median island, a letter of commitment from the Parks Superintendent must be obtained by the association and submitted with the application.

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**City of Fort Lauderdale NCIP and NCIGP  
Application for Fiscal Year 2003/2004**

**MAINTENANCE AGREEMENT  
BETWEEN THE  
CITY OF FORT LAUDERDALE AND**

**NEIGHBORHOOD ASSOCIATION**

As established by the City Commission and cited in the 2003/2004 NCIP/NCIGP Guide, any repairs and/or regular maintenance needed in connection with the project located at:

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will be remedied by the neighborhood association. We further understand that if the project is in need of repair or the maintenance falls below satisfactory conditions, the City of Fort Lauderdale reserves the right to remove the capital improvements for which the neighborhood capital improvement funds were granted.

Description of Project:

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Association will be responsible for conducting the following regular maintenance, as appropriate:

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Special maintenance services to be provided by the association: (N/A, if not applicable)

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On behalf of the \_\_\_\_\_ neighborhood association, we, the undersigned, have read the NCIP/NCIGP maintenance terms outlined in the 2003/2004 NCIP/NCIGP Guide and agree to the terms set forth herein.

Association President or Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Association Representative or Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

NCIP/NCIGP Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Neighborhood Association Project File

# City of Fort Lauderdale NCIP and NCIGP

## Application for Fiscal Year 2003/2004

### Volunteer Pledge Sheet

Neighborhood Association: \_\_\_\_\_ Neighborhood Project Coordinator: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Volunteer's Name	Address	Task	Pledge Hours
<b>Please Note:</b> Credit will not be given for site exploration, soliciting support for the proposed project and/or legal services.			Total Pledge Hours: _____ \$12 x Pledged Hours = \$ _____

(Please total each page individually.)

# 2003/04 NCIP/NCIGP APPLICATION CHECKLIST



**I have completed/secured all of the following items to be submitted with my NCIP/NCIGP Application:**

- ☐ Application Form  
(Please ensure that the application packet includes two (2) complete sets of the application and all supporting documents, along with two (2) photographs of the project site. Failure to submit a complete application packet will be grounds for elimination from the grant process.)
- ☐ Current association minutes showing general membership approval for proposed project
- ☐ Letters of Project Support/Agreement
  - ☐ Board Members and Directors
  - ☐ Adjacent Property Owner(s)
  - ☐ Adjacent Homeowner Association (if applicable)
- ☐ Current cost/bid estimate from contractor/vendor (optional)
- ☐ Association's not-for-profit corporation status with the State of Florida is current
- ☐ Corporation ID Number
- ☐ E.I.N. Number
- ☐ Proposed project budget (clearly outlined)
- ☐ Bank statement and/or fundraising plan
- ☐ Project location indicated
- ☐ Project description indicated
- ☐ Funding request and match clearly identified
  - ☐ Cash
  - ☐ Sweat Equity
  - ☐ Materials
  - ☐ Contributions
  - ☐ CAP Points
- ☐ Completed and signed Letter(s) of Intent from outside organizations providing contributions (if applicable)
- ☐ Completed Volunteer Pledge Sheet(s) (if applicable)
- ☐ Completed and signed Maintenance Agreement

**Applications must be received no later than 5:00 p.m., July 31, 2003.**

**City of Fort Lauderdale Public Services Department  
Engineering and Architectural Bureau  
100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301  
Attention: Marisol Lotito, NCIP/NCIGP Program Manager  
Phone: (954) 828-8954 • Email: MarisolL@ci.fort-lauderdale.fl.us**

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